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MONTHLY TECHNICAL PROGRESS REPORT

for the period

July 1 – July 31, 2011

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 8/9/2011
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
July 2011

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on July 7.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on July 15.

The Records Center Performance Measurements Reports were submitted to the TOAM on July 7.

The quarterly comprehensive statistical report for October 19, 2010 through June 30, 2011 was submitted to the TOAM on July 8.

The PM met with the TOAM and Contracting Officer on July 6 to review the monthly reports and to verify the status of the contract.

A RMS IV updated the *SCAP/Special Collection Document Instructions* on July 26 and submitted it to the TOAM.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,583 documents and edited 3,153 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

A Librarian IV eliminated the indexing backlog of the Denova Environmental Inc. site in July

The site assessment Librarian IV received 8.2 lft. of new documents, of which 6.4 lft. were federal facilities documents, and processed 3 new sites.

Circulation Department staff shelf-read approximately 212 lft. of site files during the month. Staff shifted approximately 2.3 lft. of documents to make room on the shelves for new documents.

On July 11 staff met with ORC Attorney Michael Massey to discuss indexing for the Greka Energy site files. As a result of the meeting site files have been established for each of the Greka Lease sites.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

54.3 lft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

3.1 lft. of documents were retrieved from the FRC.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated July 21.

- FRC Storage Report, updated July 21.

- On-Site Storage Report, updated July 21.

- Contracts On-Site Storage Report, July 1, 8, 15, 22, 29.

Staff checked .4 lft. of unindexed San Gabriel Valley documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 1,702 documents (38,636 pages) during July and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during July.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Seventeen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	09JS	ASARCO INC HAYDEN PLT
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)
00	09AG	DEL MONTE CORP. (OAHU PLANTATION)
01	09PJ	HALACO ENGINEERING CO
01	09X6	HALACO ENGINEERING CO
01	09M6	MEW STUDY AREA
01/03	0926	MONTROSE CHEMICAL CORP
06	0926	MONTROSE CHEMICAL CORP
01	09BE	MOTOROLA, INC. (52ND STREET PLANT)
02	09BE	MOTOROLA, INC. (52ND STREET PLANT)
04	09RA	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
04	098V	SAN GABRIEL VALLEY (AREAS 1-4)
05	098V	SAN GABRIEL VALLEY (AREAS 1-4)
05	09KQ	SAN GABRIEL VALLEY (AREAS 1-4)
05	09KR	SAN GABRIEL VALLEY (AREAS 1-4)

Staff retrieved 16 cost packages/financial documents for EPA staff during July.

The Cost Package Documentation Index was updated on July 1, 8, 15, 22, 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 17.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
0900	N/A	115 CONEY ISLAND DRIVE (BRN)
0900	N/A	35 NORTH EDISON WAY (BRN)
0900	N/A	65 NORTH EDISON WAY (BRN)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09FL	00	ALAMEDA NAVAL AIR STATION
09PC	00	ALTOONA MINE
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0934	00	ATLAS ASBESTOS MINE
09E9	00	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09JW	02	B.F. GOODRICH
0900	N/A	BELVADA APARTMENTS (BRN)
09MM	00	BLUE LEDGE MINE
09MM	01	BLUE LEDGE MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09R6	00	CARSON RIVER MERCURY SITE
09R6	02	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09TD	00	CHURCH ROCK NAVAJO RADIOACTIVE STRUCTURES
0900	N/A	CLEVELAND CLINIC (BRN)
0900	00	CNMI CUC POWER PLANT 1 & 2
09RS	00	CNMI DEQ ABANDONED PESTICIDES
0900	00	CNMI PESTICIDE AMNESTY PROJECT
0935	00	COALINGA ASBESTOS MINE
091N	01	COOPER DRUM
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
0900	00	CRAFTON REDLANDS AREA
09AR	00	CRESTLINE DRMO
09H5	01	CTS PRINTEX, INC.

SSID	OU	SITE NAME
09TH	00	CUC PCB SITE
09JT	01	CYPRUS TOHONO MINE
0936	01	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
0900	N/A	DELTA LANE (BRN)
09HB	00	DENOVA ENVIRONMENTAL INC.
0900	00	DUCK VALLEY CHEMICAL CLEANUP
09P8	00	EDWARDS AIR FORCE BASE
09DF	00	ENVIROPUR/PRC
09SN	00	FELTON KING
0900	00	FEMA TSUNAMI DISASTER - HHW CLEANUP
09XD	00	FORT MOJAVE ABANDONED DRUMS
09Q6	01	FORT ORD
09Q6	02	FORT ORD
09SD	00	FOSTER'S PLATING
094R	01	FRONTIER FERTILIZER
Z900	N/A	GREKA UNASSIGNED
09CP	00	GREY EAGLE MINE
09RJ	00	HAKIMO ROAD AKA BOTELHO
09PJ	01	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
09B8	01	HASSAYAMPA LANDFILL
09BL	00	HICKAM AIR FORCE BASE
0900	00	HUNTINGTON BEACH CHANNEL INCIDENT
0920	00	INDIAN BEND WASH NORTH
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH
09G6	03	INDIAN BEND WASH SOUTH
09G6	07	INDIAN BEND WASH SOUTH
09SM	00	INGOMAR AMMUNITION
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	00	J.H. BAXTER & CO
09F6	00	JASCO CHEMICAL CORP
09F6	01	JASCO CHEMICAL CORP
09WR	00	JERVIS B. WEBB CO.
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09FM	03	KLAU/BUENA VISTA MINE
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
09S1	00	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
097J	01	LEHR/OLD CAMPUS LANDFILL
097J	02	LEHR/OLD CAMPUS LANDFILL

SSID	OU	SITE NAME
091A	00	LEVIATHAN MINE
091A	01	LEVIATHAN MINE
0989	00	LORENTZ BARREL & DRUM CO
0989	01	LORENTZ BARREL & DRUM CO
0900	00	LOS BANOS AIRPORT
0900	00	MANSFIELD CANYON MINES SITE
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE
0965	00	MATHER AIR FORCE BASE
0941	00	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
0904	04	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0900	00	MILES CHEMICAL CO, INC
0900	00	MODERN CLEANERS
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	00	MOFFETT NAVAL AIR STATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0900	N/A	OLD PANACA PRESCHOOL BUILDING (BRN)
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL*
09A7	01	ORDOT LANDFILL
0900	00	ORLAND CLEANERS
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09WZ	00	PETALUMA PRECEDENT
09RW	00	PETER PAN CLEANERS
0919	00	PHOENIX-GOODYEAR AIRPORT AREA

SSID	OU	SITE NAME
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	00	PHOENIX-GOODYEAR AIRPORT AREA
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0921	00	PURITY OIL SALES INC.
0921	01	PURITY OIL SALES INC.
0921	02	PURITY OIL SALES INC.
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09BY	00	RIO TINTO COPPER MINE
09A1	00	ROIC/SUN VALLEY
0900	N/A	ROUTE 66 CORRIDOR (BROWNFIELDS)
0900	N/A	ROUTE 66 CREOSOTE PIT(BRN)
0900	N/A	RUTH ELEMENTARY SCHOOL (BRN)
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
0900	N/A	SAN FRANCISCO REDEVELOPMENT AGENCY (BRN)
094X	01	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)*
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KQ	05	SAN GABRIEL VALLEY (AREAS 1-4)
09KR	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
0944	00	SELMA TREATING CO
0944	01	SELMA TREATING CO
09SY	00	SKYLINE AUM WASTE PILE SITE
0964	00	SOUTH BAY BASIN
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0900	00	STANISLAUS NAT FOREST
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
0900	00	SUPERIOR THREAD ROLLING CO
0900	N/A	SYMPHONY PARK (BRN)
09RQ	00	TEEC NOS POS NAVAJO RADIOACTIVE STRUCTURES
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	05	TREASURE ISLAND NAVAL STATION- HUN PT AN
09WC	00	TSMY CYLINDER SITE

SSID	OU	SITE NAME
09RF	00	TUBA CITY ABANDONED LDFL
09R3	00	UNITED HECKATHORN CO
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
09RH	00	WAIANAE PERC AND PCBS SITE
0900	00	WAKE ISLAND AIRFIELD
09XE	00	WASHOE LAKE ILLEGAL DISPOSAL SITE
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0900	00	WHITTAKER CORP-BERMITE DIVISION
0900	00	WICKES FOREST INDUSTRIES
09Q1	01	WILLIAMS AIR FORCE BASE
0900	00	XEROX CORPORATION FACILITY
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	01	YUMA MARINE CORPS AIR STATION
09K6	02	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 71 requests for documents, performed 571 database searches in SDMS-C, and provided 1,213 documents for EPA staff and other requesters.

Twenty-seven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 7.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 6 FOIA requests totaling 6.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,477 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 1,582 pages off-site to a copy service. In addition, staff printed 361 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 14 requests for documents on CD-ROMs. 344,306 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES OF THE NAVAJO NATION (NAUM-TRONOX V. ANADARKO LITIGATION)
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09MQ	00	ADVANCED FUEL FILTRATION SYSTEMS
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
09DJ	00	AMCO CHEMICAL
09JW	00	B.F. GOODRICH
09R6	01	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
0900	00	CHEMICAL & PIGMENT CO
09H3	01	CONCORD NAVAL WEAPONS STATION
0936	01	DEL AMO FACILITY
095F	00	DODSON BROTHERS OIL COMPANY
Z900	N/A	GREKA OIL & GAS INC BELL 3 RELEASE
Z900	N/A	GREKA UNASSIGNED
09CP	00	GREY EAGLE MINE
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
099G	00	INDIA BASIN BOATYARD
09MX	01	IRON KING MINE - HUMBOLDT SMELTER

SSID	OU	SITE NAME
0917	01	IRON MOUNTAIN MINE
093Y	01	LAVA CAP MINE
0900	00	MANSFIELD CANYON MINES SITE
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	13	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	18	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	01	NEW IDRIA MERCURY MINE
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
099K	01	PEMACO MAYWOOD
0921	01	PURITY OIL SALES INC.
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	00	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
0900	00	SANGER RIVER BOTTOM PROPERTY
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0900	00	STANISLAUS NAT FOREST
09M1	01	TARP
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
09Q1	01	WILLIAMS AIR FORCE BASE
09QC	00	YOSEMITE CREEK SEDIMENT

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

On July 8 staff met with the TOAM, RPM Ray Chavira and Office of Regional Counsel (ORC) attorney Lewis Maldonado to conduct the kick-off meeting for the San Gabriel Valley Puente Valley OU administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Three work-performed compilations were created or updated during July for the following sites:

OU	SSID	Site Name
00	09QJ	FORT ORD
01	093Y	LAVA CAP MINE
01/03/06	0926	MONTROSE CHEMICAL CORP

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 10 collection

Electronic files attached to E-mails: 44 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
0936	01	DEL AMO FACILITY
09QJ	00	FORT ORD
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
093Y	01	LAVA CAP MINE
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09QM	00	NE CHURCHROCK QUIVIRA MINES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09SR	00	NORTHEAST CHURCHROCK MINE SITE
09BC	02	OMEGA CHEMICAL CORP
09WZ	00	PETALUMA PRECEDENT
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on July 27.

The PM held a Scanning Department meeting on July 12.

The PM held a Cost Recovery Department meeting on July 12.

The RMS IV/Assistant Manager held meetings with special projects staff on July 6 and 7.

The RMS IV/Circulation Department Supervisor held a departmental meeting on July 5.

The RMS IV/Head Indexer held a departmental meeting on July 19.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on July 19.

The PM purchased supplies and/or equipment during July as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on July 18 an RMS V gave new RPM Daewon Rojas-Mickelson a tour of the Records Center, explained the services provided, and trained him on the use of *Express Link*. The RMS V also provided him with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On July 5, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Al Belbahri to certify the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files July 29. This is an ongoing monthly effort.

An RMS IV/IS III coordinated with Benoy Puthuparapil to re-install Ascent Capture 7.5 and the release script associated with JMADIS05. Batches are now completing successfully and are being verified in SDMS. However, we are still experiencing intermittent errors which force us to resubmit batches multiple times. This is an ongoing issue that is being closely monitored on a daily basis July 29.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

INTEL CORP (SANTA CLARA III), Remedial AR
INTEL CORP (SANTA CLARA III), Suppl #1 Remedial AR
MARIANO LAKE AUM SITE, Removal AR
SAN FERNANDO VALLEY (AREA 2) DRILUBE-WILSON SITE, Removal AR
DEL AMO, Soil & NAPL OU Remedial AR
COVE NAVAJO RADIOACTIVE STRUCTURE SITE, Ceiling Increase #2 Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

No activity occurred in this reporting period.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in July.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.7 Attend ECMS Meetings & Teleconferences

On July 12 staff attended regular ECMS technical teleconference.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Jill Yate's last day as a full-time IS II was on July 8. She will be working part-time (40% FTE) as a RMS II/Scanning Specialist beginning in August. Per the TOAM, we will not be refilling Jill's former position.

RMS III Matthew Galli submitted his resignation on July 26. His last day on the contract will be August 12. Per the TOAM, we will not be refilling Matt's position. This will bring the Records Center staffing level down to 21.9 FTEs, the lowest it has been since 1991.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 17 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 14 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,845	39.6 lft.	395.4 lft.

Inventories

Records Surveyed	Year to Date
35.5 lft.	290.3 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	451.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
52	1	0	0	10	0	0	9	72

MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 0958, OU 01, OPERATING INDUSTRIES, INC., LANDFILL

Two Librarian IV/Records Librarians performed indexing (199 documents, 2.4 linear feet) and two RMS II/Scanning Specialists performed scanning (6,491 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist and an IS III/Box Storage Coordinator prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 130 hours were expended on this effort during the month.

SSID 094X, OU 05, SAN GABRIEL VALLEY (AREAS 1-4)

One Librarian IV/Records Librarian performed indexing (276 electronic documents) in order to reduce the backlog of indexing for this site. Two RMS III/Cost Recovery Specialists processed a cost documentation package for this SSID & OU. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 124.7 hours were expended on this effort during the month.